

**UNAPPROVED MINUTES OF THE MAY 22, 2017 MEETING OF THE
FAIRFAX COUNTY SMALL BUSINESS COMMISSION**

Location: Fairfax County Government Center, 12000 Government Center Parkway, Fairfax, VA 22035, Conference Room 232

Attending: **SBC Members**

John Pellegrin, Tracey Wood, Ed Reniker, Patrick Fogarty, Eva Freund, Marvin Powell

Staff (Department of Procurement and Material Management)

Cathy Muse, Art Quintana, George Monge

The meeting was called to order at 7:00 p.m. by Chairman Pellegrin

Minutes from the April 24, 2017 meeting were approved without amendment

Cyber Security for Small Business

- Avery Church representing the Fairfax County Office of Emergency Management presented on Business Continuity Management (BCM), as it pertains to identifying potential cyber threats and implementing preventative measures
- Action Item:
 - DPMM to send the OEM presentation to the SBC

Vendor Forum Proposed Keynote Speakers & Panelists

- Tom Janson provided an update on proposed Vendor Forum speakers, panelists, and topics
- Handouts (Status Report) were provided during the update, and contained a list of potential speakers and panelists

Committee Reports

Communications

- Commissioner Reniker submitted his draft of the Strategic Plan for the SBC and awaits feedback
- The SBC group photo may be a cobbling of individual shots. Decision by all commissioners pending

Community Business Partnership

- No report

Economic Advisory Council

- Commissioner Hebron attended its latest meeting that focused on the issues related to repurposing aging buildings in the County and STEM opportunities for students

Education and Outreach – No report

Executive – No report

Legislative and Policy

- May Newsletter was submitted by Cyrus Sobhani, and was distributed at the meeting

Media Productions

- Commissioner Wood advised that additional interviews will be recorded including ones featuring Commissioners Hebron and Sobhani
- Action Item:
 - SBC to notify Commissioner Wood for scheduling future recordings

Office of Emergency Management - No report

Ombuds – No report

Strategic Planning

- Commissioner Reniker proposed sending out a draft of the Strategic Plan; the objectives need further work and input
- Strategic Plan was structured for long-term focus and advised that feedback from the SBC on the is still encouraged

Transparency

- The Auditor of the Board will report to the Audit Committee on 6/13

Vendor Comments Board – No report

Vendor Forum

- Updated pictures of individuals who help organize the Vendor Forum was proposed by Commissioner Powell
- Additional panel on helping small businesses advertise was mentioned by commissioner Powell

Old Business

- The charter and by-law update is currently being processed and will be brought up at a future meeting
- Follow up on distribution of Annual Report to the Chambers of Fairfax County.

Staff Report

- One Fairfax initiative presented by Cathy Muse. Policy document finalization pending
- Cathy Muse discussed the potential of local governments becoming part of a community health building initiative; how to deliver Human Services in individual communities

Action Items

- DPMM to send the OEM presentation to the SBC

SBC Meeting Minutes – May 22, 2017

- SBC to notify Commissioner Wood for scheduling future recordings

Adjournment – Chairman Pellegrin adjourned the meeting at 8:35 p.m.